

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

November 13 - [City Council Meeting Agendas](#)

Looking Ahead

Tuesday, November 5: Planning Commission work session, [Color with a Cop](#)

Thursday, November 7: Board of Architectural Review, Old Town Advancement Commission meetings

Friday, November 8: [Veterans Day Blood Drive](#) at the Park

Monday, November 11: City offices, WinTran, courts closed in observance of Veterans Day

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The Winchester Police Department's annual Trunk-or-Treat was held on October 30. The event was well attended and moved inside the Shawnee Volunteer Fire and Rescue station due to weather.

City Manager's Takeaways

Held kickoff meeting for FY21 Budget Process with Departments and Constitutional Officers.

Along with the Mayor and several staff members, met with a Chinese delegation from Wuxi City and Yixing City who came to Winchester to learn more about City operations, specifically Economic Development and Public Services.



Public Safety

Winchester Police

- Held Trunk-or-Treat event at the Shawnee Volunteer Fire Co. on October 30. Moved indoors due to weather.
- Along with Members of Council and City Manager, several staff attended the Chamber's Valor Awards where several personnel were recognized.
- Attended a community outreach event at Starbucks where officers interacted with families and read books to children.
- Posted two suspects on social media and leads were received.
- Several applicants are going through the hiring process for Officer I, Mental Health Specialist and Special Victims Detective.
- Attended a Lunch and Learn on Crisis Intervention Training.
- Attended the Drug Court Commencement where four people graduated from the program.
- Officer Thurman was promoted to Detective.
- Crime stats:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 9
 - Burglaries (residential) - 2
 - Burglaries (commercial) - 0
 - Property crimes - 26

Winchester Fire and Rescue

- Met with regional partners from Frederick and Shenandoah Counties to discuss training needs in the region.
- Attended the Hero's Stroke recognition dinner which recognizes the system of care and stroke survivors.
- Held Firefighter entrance testing for 26 people.
- Attended the Valor Awards Ceremony.
- Working with Emergency Management staff on a plan to communicate in certain areas of the Medical Center after a radio issue was identified.
- Held pre-incident planning meeting to review processes and identify areas for improvement.
- Participated in the WPD's Public Safety Trunk-or-Treat on 10/30.
- Met to discuss the Department's goals of completing a Community Risk Assessment in order to develop a Community Risk Reduction Plan.
- Preparing to hold a juvenile fire starter program for court appointed diversion participants.

Police Activity	#
Calls for Service	831
Crash Reports	7
DUI/DWI	1
Alarms/False Alarms	34/34
Directed Patrols	47
Directed Patrols (OTW)	5
Extra Patrols	141
Extra Patrols (OTW)	1
Traffic Citations	31
Traffic Warnings	37
Special Events	3/3
Permits Received/ Approved	71 rec'd YTD

Fire Activity	Fire Activity
Fire	4
Overpressure	0
EMS/Rescue	92
Hazardous Cond.	2
Service Call	6
Mutual Aid Given	8
Good Intent	7
False Alarms	7
Special Incident	0
Plan Review	1
Inspections	3
Reinspections	9

Emergency Management

- Continued radio testing with Fire and Rescue in the Winchester Medical Center basement where there are some dead spots.
- Attended WMC Emergency Management Committee meeting.
- Attended the state-sponsored FEMA course on "Recovery from a Disaster."
- Prepared portable radios for public safety personnel to use during road closure operations this weekend and for the upcoming elections.
- Continued reviewing the Emergency Operations Plan and edited the Mass Care ESF #6 section.

Development Services

Economic and Workforce Development

- Held interviews for Zoning Administrator position.
- Met with prospective businesses and developers interested in Winchester.
- Worked with regional workforce development partners on creating a Reverse Job Fair.
- Attended training and update on Enterprise Zone changes.
- Continued working with development partners on the Kent/Piccadilly redevelopment project.
- Participated in visit of Chinese Delegation and provided tour of Old Town.

Arts and Vitality & Old Town

- Met with event contractor regarding the Holly Jolly Celebration planning and continued vendor outreach.
- Prepared for monthly OTAC meeting and retreat on November 5.
- Assisted 41 tourists and 13 locals at the Old Town Welcome Center.
- Distributed the November Old Town newsletter.

Planning

- Met with City Attorney and Public Services staff to discuss potential telecommunication facility guidelines for installations within public rights of way. New provisions are needed to incorporate state- and federally-mandated provisions for small cell wireless facilities. Continued working on Zoning Ordinance Text Amendment for small cell facilities in advance of November 5 Planning Commission work session.
- Participated in interviews for new Zoning Administrator.
- Continued review and rewrite of Chapter 5 (Environmental Sustainability) for discussion at the Planning Commission meeting.
- Prepared and electronically distributed the agenda packet for the November 5 Planning Commission work session and the November 12th regular meeting. Public hearings include a CUP for O'Reilly Auto Parts on Cedar Creek Grade and a site plan for the Kent/Piccadilly development.
- Prepared agenda packet for the November 7 BAR meeting.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Winchester/Frederick County Tourism

- Took part in a weekly status update call with vendor about the new ad campaign and strategy for upcoming stakeholder surveys and in-person visits.
- Held a Tourism Board bylaws review and Finance Committee meetings.
- Attended monthly Shenandoah Spirits Trail meeting where the website redesign was reviewed and the Virginia Tourism Commission grant application and an internal member survey were discussed.
- Took fall foliage photos at various locations.

Zoning and Inspections

- Completed:
 - 150 building permit inspections and issued 34 building/trades permits (\$961,168 valuation)
 - Significant Projects:
 - 1870 Amherst Street (replacing three roof units) - \$701,143 valuation
 - 505-507 N. Cameron Street (internal renovation) - \$130,000 valuation
 - 189 code enforcement inspections and initiated 68 new cases
 - 7 new business review (7 business, 1 home business)
- Removed 9 signs from the public right of way (YTD=317).

Permit #	Type	Address	Description	Value
19 00003806	PLBG	516 HIGHLAND AVE	REPLACE FIXTURES	\$1,500
19 00003488	SIGN	202 204 S BRADDOCK ST	2 PROJECTING SIGNS	\$100
19 00003720	MECH	788 JOHNSTON CT	REPLACEMENT FURNACE	\$3,500
19 00003802	NGAS	827 BUCKNER DR	REPLACE GAS FURNACE	\$100
19 00003806	RREM	516 HIGHLAND AVE	INTERIOR RENOVATION	\$7,500
19 00003619	SIGN	14 16 S LOUDOUN ST	BLDG MOUNTED SIGN	\$100
19 00003802	MECH	827 BUCKNER DR	REPLACE GAS FURNACE	\$3,300
19 00003811	NGAS	515 BELLVIEW AVE	NEW BOILER	\$800
19 00002337	FSUP	1850 APPLE BLOSSOM DR F-121	ALT TO SPRINKLER SYSTEM	\$3,300
19 00003810	MECH	511 E PALL MALL ST	REPLACEMENT FURNACES	\$3,000
19 00003716	DECK	1 E HART ST	REPLACE DECKING	\$0
19 00003811	MECH	515 BELLVIEW AVE	NEW BOILERS	\$6,100
19 00003810	NGAS	511 E PALL MALL ST	REPLACEMENT FURNACES	\$50
19 00003726	DECK	325 WEEMS LN	REBUILD PORCH	\$1,500
19 00003818	NGAS	1942 KATHY CT	REPLACEMENT FURNACE	\$8,000
19 00003710	CHNG	522 CEDAR CREEK GR	AUTOMOTIVE TO RETAIL	\$0
19 00003713	SIGN	2987 VALLEY AVE	1 FREESTANDING SIGN	\$0

Permit #	Type	Address	Description	Value
19 00003387	RREM	441 GLEN LEA CT	ELEVATOR SHAFT & REMODEL BATHROOM	\$20,000
19 00002049	MECH	1312 S KENT ST	NEW HEAT PUMP & A/C	\$5,375
19 00003829	RR	511 S CAMERON ST	RE-SHINGLE ROOF	\$1,000
19 00002043	MECH	1318 S KENT ST	NEW HEAT PUMP & A/C	\$5,875
19 00003544	MECH	106 W BOSCAWEN ST	REPLACE A/C & FURNACE	\$7,000
19 00002050	MECH	1314 S KENT ST	NEW HEAT PUMP & A/C	\$5,375
19 00002357	SIGN	1726 VALLEY AVE	BLDG MOUNTED SIGN	\$0
19 00002048	MECH	1310 S KENT ST	NEW HEAT PUMP & A/C	\$5,875
19 00002051	MECH	1316 S KENT ST	NEW HEAT PUMP & A/C	\$5,375
19 00003818	MECH	1942 KATHY CT	REPLACEMENT AIR COND/FURNACE	\$8,000
19 00003719	BLDG	2043 STONELEIGH DR	ADDING ROOF OVER EXISTING DECK	\$6,500
19 00003712	MECH	1870 AMHERST ST	REPLACING 3 ROOF UNITS	\$701,143
19 00003819	DECK	1718 LEWIS ST	24X28 DECK	\$5,000
19 00003535	DECK	108 ACADEMY LN	NEW DECK	\$8,000
19 00003832	NGAS	1803 VALLEY AVE	GAS PIPING FOR FURNACE	\$800
19 00003622	RREM	505 507 N CAMERON ST	INTERIOR RENOVATION	\$130,000
19 00002186	PLBG	685 SELDON DR	NEW FIXTURES	\$7,000
TOTAL	34			\$961,168

Public Services

- As a part of the FY20 street repaving program, Handley Avenue between Bellview and Meadow Branch, Bellview Avenue between Handley and Nester, and Princess Court were completed this week. The next streets to be repaved will be Bridgeforth Drive and War Memorial Drive in Jim Barnett Park.
- Completed sanitary sewer main replacement of Phase I of the N. Cameron Drainage Improvements Project. The contractor will begin replacing storm drainage pipes in the intersection of Cameron/Piccadilly this weekend.
- Installed new water main that will provide service to the new Parks maintenance facility.
- Started interior painting in the Creamery Building and window replacements are nearing completion.
- Worked with the Frederick-Winchester Service Authority to utilize remaining revenue bond proceeds they have available to complete some improvements at the Opequon Water Reclamation Facility.
- Participated in a conference call, along with City Manager and City Attorney, with representatives from CSX to discuss the City's desire to acquire CSX property along the railroad tracks for stormwater management ponds and greenspace.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	40	5,636
Water service lines replaced (number)	1	365
Water meters replaced (number)	151	2,212
Sanitary sewer mains replaced/lined (linear feet)	51	5,507
Sanitary sewer laterals replaced (number)	0	100
Sanitary manholes replaced (number)	1	39
Sidewalks replaced (linear feet)	342	28,391
Sidewalks repaired (linear feet)	0	105,457

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	10.01	Lane miles
	Potholes repaired	0	192	#
	Mowing	0.25	365.52	Acres
	Miles of streets swept	79.20	2,281.23	Miles
	Tons of leaves hauled	0	32.81	Tons
Trees	Dead/diseased trees removed	26	186	#
	Trees trimmed	18	472	#
	Stumps removed	6	199	#
Traffic	Street signs Installed/replaced	3	333	#
	Pavement markings repainted (City)	40	10,318	Linear feet
	Pavement markings repainted (contractor)	0	586,461	Linear feet
Refuse & Recycling	Refuse collected	128.70	5,443.84	Tons
	Recycling collected	42.70	2,056.87	Tons
	Large item pickups	4	182	#
Transit	Total passengers	2,761	114,995	#
	Revenue miles pick up/drop off	4,027	162,910	Miles
	Revenue hours pick up/drop off	372.65	14,976.83	Hours
Utility billing	Payments processed	1,465	60,212	#
	New bills mailed out	2,195	62,165	#
	Water services turned off (non-payment)	0	441	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Water treatment plant	Average daily water demand	5.51	6.27	Million gallons/day
	Peak daily water demand	5.95	7.74	
Wastewater treatment plant	Average daily flow treated	6.71	8.24	Million gallons/day
	Peak daily flow treated	7.84	20.04	
Water distribution and wastewater collection	Water main breaks repaired	1	13	#
	Water meters read	803	63,699	#
	Fire hydrants flushed	0	1,315	#
	Sewer mains cleaned	0	120,918	Linear feet
	After-hours call outs	5	310	#
Engineering	Site plans reviewed	6	106	#
	Floodplain permits issued	4	104	#
	Utility as-builts reviewed	0	10	#
	Right-of-way permits issued	14	199	#
	Land disturbance permits issued	0	12	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	27	1,779	#
	Erosion and sediment notices to comply	0	21	#
Facilities Maintenance	Work requests completed	22	887	#
	Special events assistance	1	45	#
	Maintenance of pedestrian mall	33	1,422	Staff hours
Equipment maintenance	Total repairs completed	21	3,451	#
Winchester Parking Authority	Work requests completed	6	333	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	0	22	#
	New monthly rentals	1	235	#
	Monthly rental cancellations	0	132	#
	Total monthly leases in all autoparks	+1	1,149	#
	Available monthly spaces in all autoparks	-1	263	#
	Hourly parkers (all four garages)	3,177	126,760	#
	Park-Mobile transactions	807	30,863	#
	Meter violations	190	8,568	#

Social Services

- Received 113 Benefit Program applications: 23 SNAP, 46 Medicaid, 5 TANF, 1 VIEW, 1 Child Care, 1 Auxiliary Grant, 0 General Relief-Burial, 537 Home Energy Assistance Program
- Provided case management to:
 - 3,653 Medicaid cases
 - 1,566 SNAP cases
 - 66 TANF cases
 - 18 Auxiliary Grant cases
 - 57 individuals receive VIEW services
 - 54 families/91 children receive Child Care Subsidy Assistance.
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	146/123
Child Protective Service referrals	9
Placed "on notice" for foster care entry by JDRC	6
Children in foster care	56
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	58
Child Protective Service (CPS) case management load	50
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/1/133
CPS family assessments & investigations of alleged maltreatment	105
Family Service intakes	13
Adult Protective Service referrals	3
Adult services case management load	9
Adult guardianships/cases	2/76
Adult Protective Service investigations/intakes	25/2
Family Services Prevention case management load	5
Uniform Assessment Instrument screenings	0

Parks & Recreation

- Held monthly Parks and Recreation Advisory Board meeting where a proposal from Shenandoah University for use of several ball fields and capital improvements to those fields was discussed. The board appointed a negotiation team and scheduled two special meetings to discuss the proposal further (11/18 [closed meeting] & 11/25 [open meeting] at 6:30 pm).
- Met with vendor regarding outdoor pool repairs.
- Planning for the Veterans Day Blood Drive and Luncheon to be held on November 8.
- Continued working on the 2020 winter/spring activities guide.
- Continued work on the maintenance facility.

Support Services

Innovation & Information Services

- Conducted KnowBe4 security awareness training.
- Reviewed proposed solution with Treasurer's staff for handling personal property exonerations on semi-annual bills that caused a credit on first half but still have total debit due in total.
- Continued working on GIS data for NG911.
- Continued development of a new public-facing Tax Parcel GIS application.
- Met with Public Works to streamline GIS data integration process with work order program and updated datasets.
- Began creating a questionnaire for the EDA based on their approved survey which will be integrated into the EDA "Workforce Initiative" in the Open Data Portal.

Help Desk Requests	Count	Closed
Account Management	14	14
Applications	28	33
GIS	2	3
Hardware	9	21
Information Only	9	10
Infrastructure	4	7
No Action Required	11	13
Not Assigned	17	0
Procurement/Disposal	0	0
Reporting	0	21
Research	0	1
Total	84	104

Communications

- Distributed the October 30 CitE-News issue. [View](#)
- Handled 3 media requests for City information and staff interviews and 5 inquiries for WPD.
- Promoted upcoming [leaf collection season](#).
- Updated the recycling activity book and assisting Refuse and Recycling Manager with upcoming elementary school presentation.
- Began working on Adoption Awareness Month campaign featuring local families.
- Working on Veterans Day campaign featuring City employees.
- Designed certificate for Mayor's Excellence Award.
- Promoted park and police events.
- Began designing the 2020 informational calendar. Photo [contest](#) will end November 8.
- Met with Public Services staff on refuse/recycling program potential changes and preparation for Council presentation. Will be drafting a public outreach and education plan for any changes Council approves.
- Attended FY21 Budget Kickoff staff meeting.
- Prepared for Color with a Cop events on November 5.
- Continued discussions and research on 2020 Census Complete Count Committees.
- Drafted Council resolution for City's FOIA management program.
- Attended webinar on Prioritizing Modernization of Digital Government Services.
- Promoted change clocks for Daylight Savings Time and change smoke alarm batteries.

311 Requests Received	#
FOIA	3
New Recycling Bin	1
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	2
Dead Animal in Road	-
Ask a Question	-
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Service	-
Citibot	-
Total/YTD	6/467

Date	City Press Releases
10/30	2019 Leaf Collection Season to begin November 4 - read

Date	Articles in <i>The Winchester Star</i>
10/26	Our Views: Another autopark?
	Your Views: A simple question
	Kitchen fire on North Loudoun Street displaces two people
10/28	Your Views: All can participate
10/29	Memories strong on anniversary of officer's slaying
	Your Views: In favor of elected school boards
	Open Forum: Elect a School Board?
	When is trick-or-treating?
10/30	Public shows support for SU ballfield plan
	Your Views: Vote 'No' on elected school boards
	Your Views: Tara Hesley-public servant
	Photo: Where have all the flowers gone?
	Student critical of Handley's sex ed program
10/31	Local I-81 improvements could start in spring
	Commentary Open Forum: 'If it ain't broke...' -Let's keep politics out of education
	Your Views: Gardner has the hands-on experience
	Frightening weather forecast for trick-or-treating tonight
11/1	Commentary Open Forum: Why Gardner?
	Commentary Open Forum: Keep city School Board appointed
	Your Views: Experience matters
	Your Views: Integrity and trust
	WPS officials say sex ed comprehensive